Jones Annex 106

User Manual

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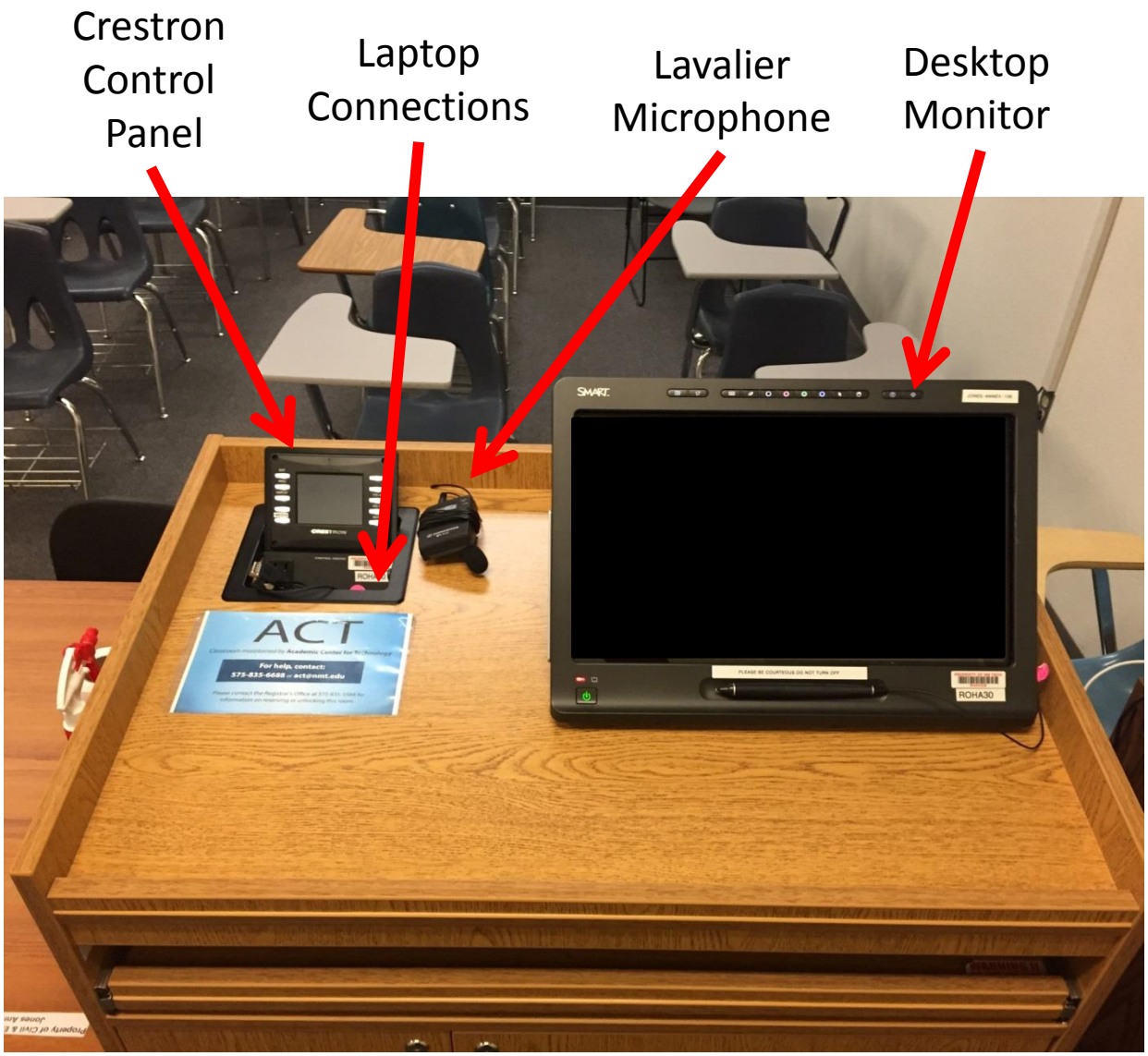
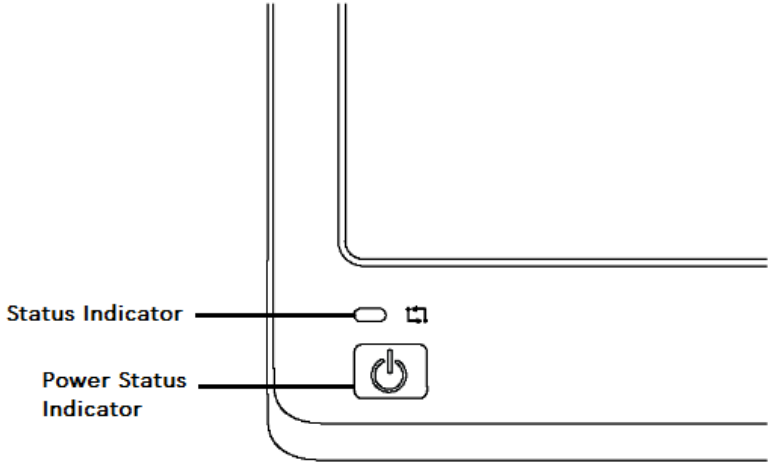
For additional assistance, please call ACT @ (575) 835 - 6688



Provided by Academic Center for Technology

If the desktop monitor is not responding…

Determine if the monitor is receiving power by checking the power button indicator



If the power button is:	*The monitor is:*	*Solution:*
Solid Green	Working Properly	N/A
Flashing Green	Warming up	Wait a few minutes fir the monitor to warm up
Solid Amber	Computer is asleep	Move the computer mouse or press the space bar to wake the computer up
OFF	Not receiving power	Turn on the monitor by pressing the power button

Getting to know the Crestron Control Panel…

This devise allows you to control the projectors, sound, and document camera

Shuts down the system

Controls Projector 1 located on the left

Controls Display located on the East wall

Admin use only

Increases the volume

Decreases the volume

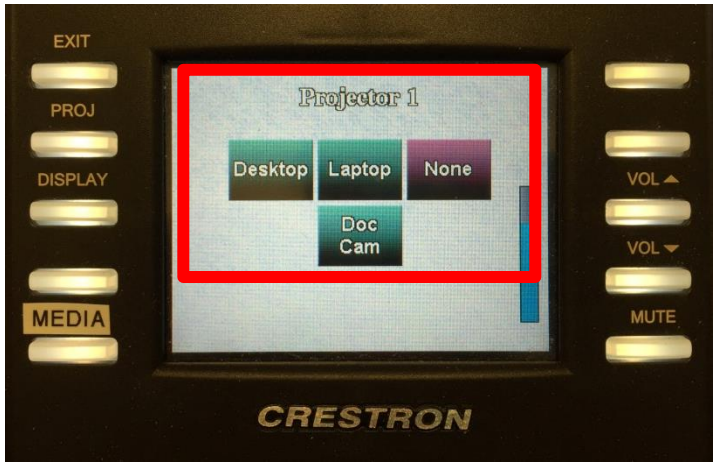
Mutes the sound

How to turn on the projector…

The following steps will turn on the projector and bring the projector screen down

1. To turn on the projectors, press the button labeled "**PROJ**" on the Crestron Control Panel this will turn on the projector and lower the screen.

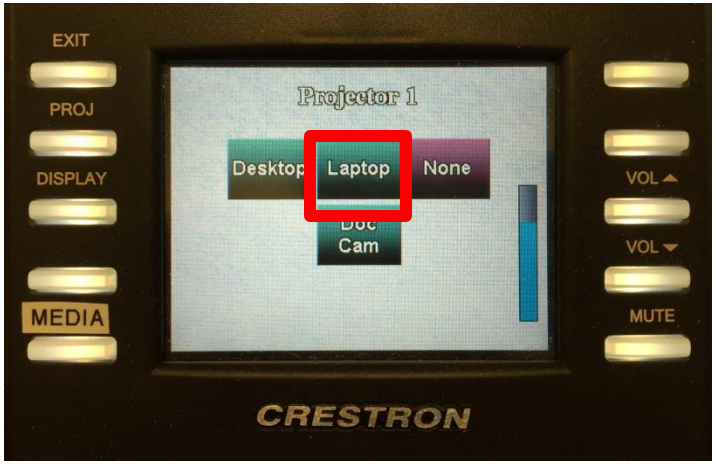
2. Next on the input menu choose the desired input (**Desktop, Doc Cam, Laptop, etc..**) you would like to project.



How to connect a laptop to the projector…

When using a Macbook, an adapter will be needed; contact ACT for assistance

1. Follow the instructions on how to turn on the projectors and choose the input **Laptop**.



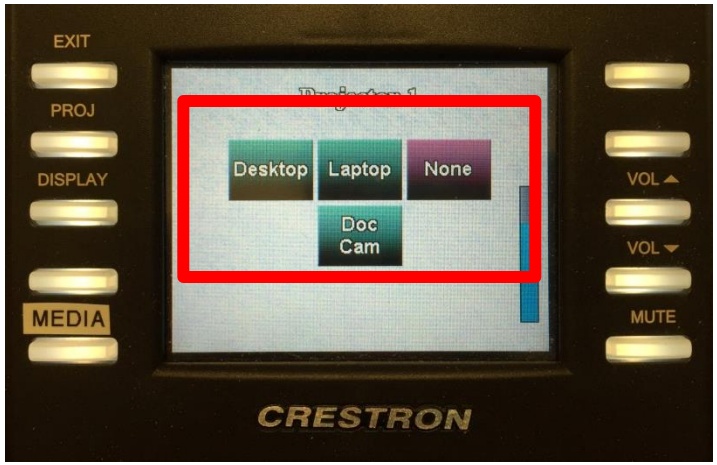
This classroom is equipped with a VGA input.

How to turn on the LCD Display…

The LCD Display will automatically turn on and is located on the East wall

1. To turn on the projectors press the button labeled "**DISPLAY**" on the Crestron Control Panel, this will also turn on the LCD Display

2. Next on the input menu choose the desired input (Desktop, Doc Cam, Laptop, etc..) you would like to project



How to set-up the sound…

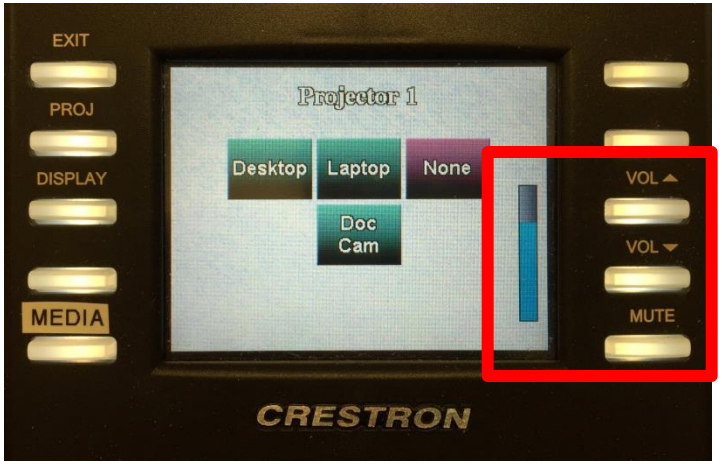
Make sure the sound on the desktop computer is on and set at a reasonable level

NOTE: The sound automatically turns on when the projectors are tuned on

Adjusting the volume:

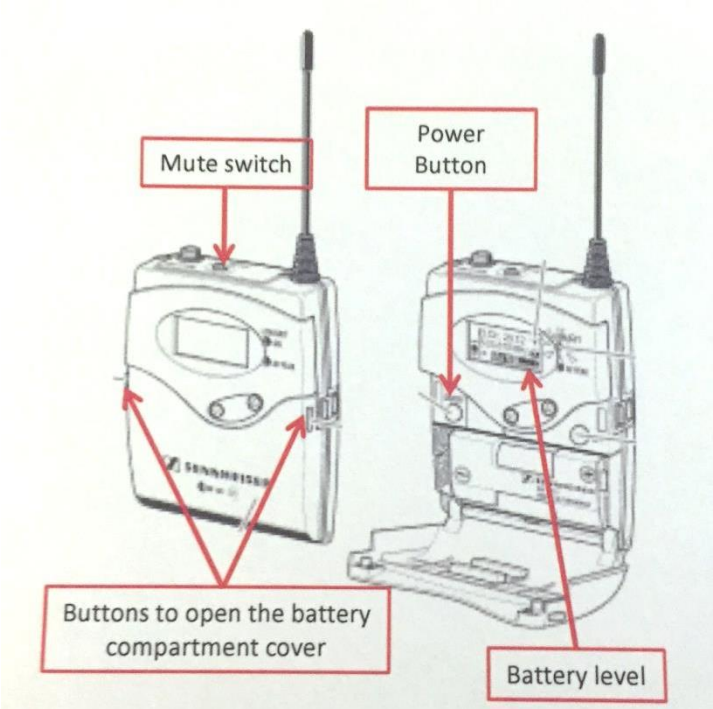
- VOL^: increases the volume
- VOL v : decreases the volume

The blue color indicates the volume level



Using the Lavalier Microphone…

If your presentation is being recorded, the lavalier microphone needs to be used to amplify your voice. Attach the microphone to the collar of your shirt and place the receiver in your pocket.

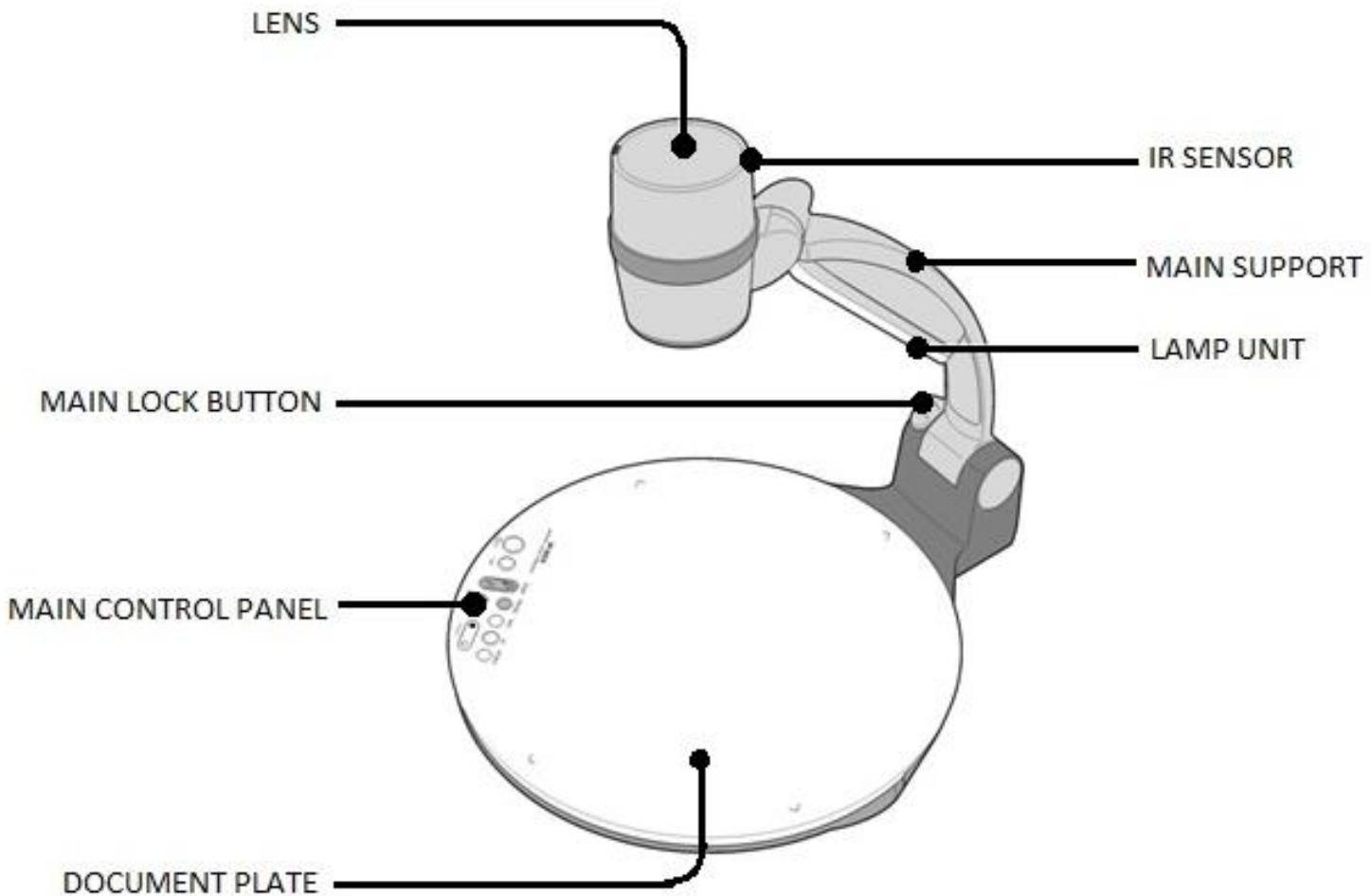


Turning on the microphone:

1. Push the two clutches to open the battery compartment cover
2. Press the ON/OFF button
3. The display will light up with the LCD lights displaying the "Frequency/Name" and battery level
4. Make sure the microphone is not on mute. The mute switch is located on the top of the receiever.

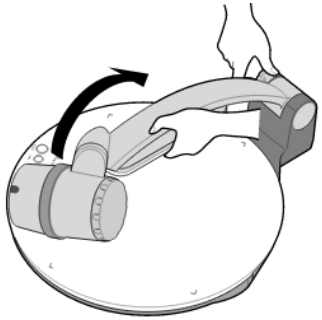
When finished, push and hold the power button until the LCD display powers off.

Getting to know the Document Camera…

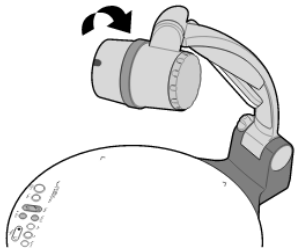


Turning on the Document Camera…

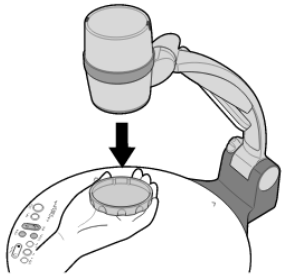
These steps are followed after selecting "Doc Cam" on the Crestron Control Panel



1. Start by unlocking the support arm and pulling it up



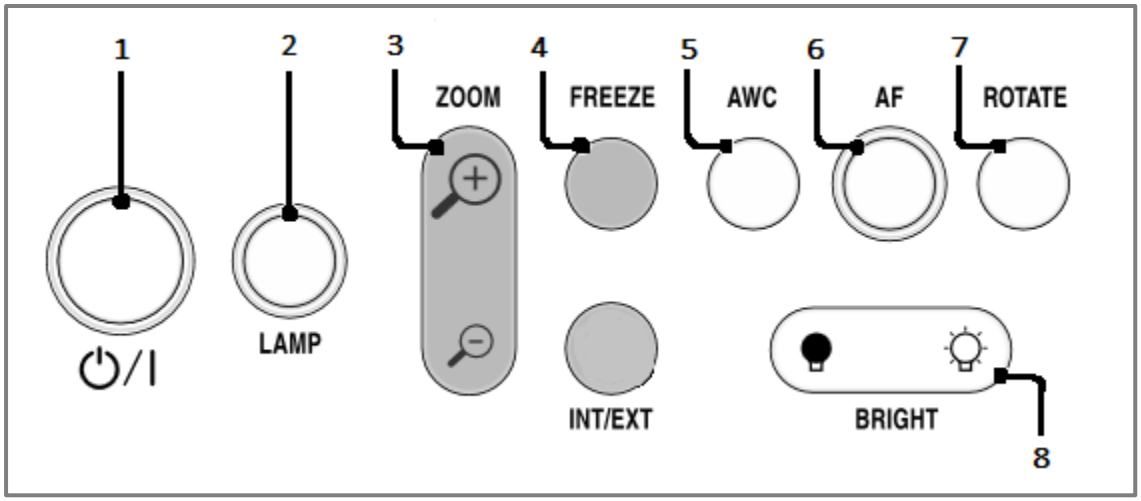
2. Rotate the lens so it is facing toward the document plate



3. Remove the lens cap

Turn on the document camera on by pressing the power button. Allow the document camera to warm up for minute. It should now be projecting on the screens.

Document Camera Control Panel



1. Power Button
2. LAMP: Turns the lamp on and off
3. ZOOM: Controls the size of the image
   - (+) Zooms in
   - (-) Zooms out
4. FREEZE: Freezes the image being projected
5. AWC: Controls the color manually
6. AF: Automatically focuses the image
7. ROTATE: Rotates the image 90 °, 180 °, or 270 °
8. BRIGHT: Controls the brightness of the image

Powering down the document camera..

1. Turn off the document camera by holding down the powering button
2. Replace the lens cap
3. While pushing the lock button, lower the support arm to the document plate
4. Rotate the lens so it is laying flat on the document plate
5. Continue to **Shutting down the System** to power down the whole system

Shutting Down the System

1. To shut down the system, press the **EXIT** button on the Creston Control Panel

2. You will then be asked "**Shutdown the System?**" answering **Yes – Shut Down** will turn off the projectors and raise the projector screens